

## ANDOVER PLANNING BOARD

### APPLICATION FOR SPECIAL PERMIT FOR A CHANGE IN PARKING SPACE REQUIREMENTS

(Section 5.1.9. or Section 5.1.12. of the Andover Zoning Bylaw)

#### APPLICATION MUST BE COMPLETE

(Please print or type)

**\*\*NOTE:** Applicants are encouraged to discuss the proposed project with  
a staff person from the Planning Department prior to completing this application.

1. Applicant(s)Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_Telephone:\_\_\_\_\_

2. Record Owner(s)Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_Telephone:\_\_\_\_\_

3. Interest in Property: \_\_\_\_\_ Owner: \_\_\_\_\_ Lessee: \_\_\_\_\_ Other\_\_\_\_\_

(describe): \_\_\_\_\_

4. Name of Applicant's Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_Telephone: \_\_\_\_\_

5. Parcel Information:

a. Site Address: \_\_\_\_\_

Assessors Map: \_\_\_\_\_Lot:\_\_\_\_\_

Deed recorded in North Essex Registry of Deeds in Book\_\_\_\_\_ Page\_\_\_\_\_

b. Lot size: \_\_\_\_\_ acre(s): \_\_\_\_\_ zoning: \_\_\_\_\_

6. Application is hereby made for a Special Permit under Section 5.1.9 or Section 5.1.12. of the Andover Zoning Bylaw (check the appropriate subsections):

- \_\_\_\_\_ a. alternative parking proposal
- \_\_\_\_\_ b. shared private parking facilities
- \_\_\_\_\_ c. remote (satellite) parking area
- \_\_\_\_\_ d. 15% reduction of required parking spaces through provision of pedestrian access

- \_\_\_\_\_e. joint (shared) driveway  
 \_\_\_\_\_f. reserve parking areas

7. Parcel where off-site parking or other alternative is proposed to be located (if applicable)

- a. Street Address: \_\_\_\_\_  
 b. Zoning District: \_\_\_\_\_  
 c. Andover Assessors Map No.: \_\_\_\_\_ Lot No.(s) \_\_\_\_\_  
 d. Deed Recorded in the Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_  
 e. Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_

**DETERMINATION OF PARKING NEED**

(Refer to section 5.1.4. "table of Off-Street Parking Requirements" in the Andover Zoning Bylaw)

Type of Use (see off street Reg's for categories)	Parking Requirements	Sq. Footage (proposed use)	Parking Spaces required by table of off-st. uses	Number of Employees	Number of parking spaces	
					On-site	Off-site
Example: Retail (5.1.4.C.6)	1 space for each 250 sq. ft. gross floor. Area	1500 sq. ft (gross)	1500/250=6 spaces	2	4	2

Previous Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. **Statement supporting change in the number of parking spaces required or another parking alternative:**  
 If the applicant seeks a change in the number of parking spaces required by the Table of Off-Street Parking Requirements in the Andover Zoning Bylaw Section 5.1.4. or is presenting a parking alternative, please state way this is warranted.
9. **Evidence long-term availability of off-site parking spaces:**  
 If the applicant does not own the off-site parcel, please submit evidence of a long-term commitment by the owner That the parking spaces will be made available solely for the use of the applicant's customers and/or employees (attach copy of lease or letter of agreement)

10. **Site Description:**

Applications are required to submit a plan, which illustrates the following information for the parcel where the use is located and, if applicable, the parcel where off-site parking or another alternative is to be located:

- a. Location of parcel, including adjacent streets and parcels
- b. Size of parcel stated in total square footage and length of each boundary
- c. Footprint of building on parcel
- d. Ground floor area of building
- e. Gross floor area of building
- f. Location of proposed parking spaces
- g. If parking is to be provided on a separate lot, state distance from parking lot to lot where use is located
- h. If a joint driveway is proposed. Location on both parcels, and including a written agreement (see page 5)
- i. If pedestrian access is proposed, the location and access to other parcel(s)

11. **Criteria for reviewing applications:**

Applicants are hereby advised that in reviewing an application for a Special Permit under Section 5.1.12 of the Zoning Bylaw, the Planning Board, by Special Permit, may allow remote parking lots, shared parking lot, or any enforceable alternatives which it deems reasonable, based on the following criteria, and other applicable provisions presented in this subsection:

- a. The capacity, location and current level of use existing parking facilities
- b. The efficient and maximum use of the General Business District
- c. The relief of traffic and parking congestion
- d. The safety of pedestrians
- e. The provisions of reasonable access either by walking distance or shuttle vehicle arrangements
- f. The maintenance of the character of the area
- g. The criteria of Section 9.4 of the Zoning Bylaw shall also be considered by the Planning Board during its deliberations on the Special Permit application

12. **Special Studies:**

When in its opinion foreseeable issues of drainage, traffic, health, and safety may be involved in a special permit application the Planning Board may require special reports or studies to be prepared in association with an application for a special permit. The scope or detail of such reports or studies shall be determined by the Planning Department and shall be forwarded to qualified consultants or engineers' in an RFP (Request for proposal). The Planning Department shall select a consultant or engineer based on the lowest bid received, and the Planning Board shall ratify such selection. The Planning Board reserves the right to make a finding as to the qualification of a consultant or engineer. Such reports or studies shall be paid for by the petitioner in the form of a check payable to the consultant or engineer selected, which check shall be held by the Planning Department until the report or study has been accepted by the Planning Board.

13. **The following parking alternative presented in Section 5.1.12 of the Zoning Bylaw, or any enforceable alternatives which the Planning Board deems reasonable, may be considered:**
- a. Shared parking: shared private parking facilities for different buildings or uses may be allowed by Special Permit in the General Business District, subject to the following provisions:
    - (1) Up to 50 % of the parking spaces serving a building may be used jointly for other uses not Normally open, used or operate during similar hours. The applicant must show that the peak parking demand and principal operating hours for each use are suitable for a common parking facility.
    - (2) A written agreement defining the joint use acceptable to the Planning Board of the common Parking facility shall be executed by all parties concerned and approved by the Planning Board as part of the Special Permit process. Such agreement shall be recorded at the North Essex Registry of Deeds.
    - (3) Any subsequent change in land use for which the shared parking proposal was approved, and which results in the need for additional parking spaces, shall require a new Special Permit application under this subsection.
  - b. Remote Parking: Remote (satellite) parking areas may be authorized by the Planning Board by Special Permit, subject to the following provisions:
    - (1) The Satellite parking spaces will be used solely by the employees, and where practicable, Clientele of the commercial use;
    - (2) The off-site parking spaces shall be located to adequately serve the proposed use, and shall be within 600 hundred feet of the building served for clientele of the commercial use. Off-site parking for employees of the business may be located within a distance of 1200 feet, unless shuttle vehicle arrangements are provided as a condition of the Special Permit. The parking distance shall be measured by the shortest route of pedestrian access, entrance to entrance.
  - c. Pedestrian Access: Any proposals submitted under Section 5.1.12. which, in the opinion of the Planning Board, provide direct and vital pedestrian access to other abutting commercial properties and serve to improve pedestrian accessibility in the General Business district, may reduce the number of parking spaces required by 15%. Pedestrian access shall be clearly marked.
  - d. Joint (shared) driveways: Joint driveways shall be permitted by Special Permit in the General Business, subject to the following provisions:
    - (1) Joint driveways, for the purposes of Section 5.1 shall be regulated by a binding agreement Satisfactory in form to Town Counsel and recorded at the North Essex Registry of Deeds.
    - (2) Joint driveways shall serve no more than two lots and shall be designed to provide access to Another parking area or may straddle two lots if both lots are located in the General Business district.
    - (3) Joint driveways shall be designed so as to minimize conflict with traffic on public streets and With due regard to interior to interior circulation and separation of pedestrian and vehicular traffic.
14. Abutter list: Attach a list of all abutter, owners of land directly opposite in any public or private street or way, and owners of land within 300 feet of the property perimeter, all as they appear on the most recent tax list.

\* \* \* \* \*

I understand and agree to comply with the requirements of the Andover Planning Board's Rules Governing “Special Permits”, and agree to pay for advertising, recording fees, and such other expenses as are required.

\_\_\_\_\_  
Signature of Record Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

OFFICE USE ONLY:

Date of Submission: \_\_\_\_\_

IDR Meeting Date: \_\_\_\_\_

Planning Board Review: \_\_\_\_\_  
(revised 6-01)

\_\_\_\_\_  
Signature of Application

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date